

CREDIT MEMORANDUM

This Credit Memorandum is issued to the United States Government, Department of Defense, Defense Contract Management Agency by *(Company Name)* for sales tax paid by *(Company Name)* and allocated to federal government contracts in the amount of *\$amount* plus applicable interest. This Credit Memorandum is issued in lieu of a cash refund to satisfy the statutory provisions of § 111.104(f) of the Texas Tax Code.

Upon receipt of a refund from the Texas Comptroller of Public Accounts (“Comptroller”) pursuant to the refund claim filed by *(Company Name)*, *(Company Name)* will redeem this Credit Memorandum in cash or cash equivalents in the amount of the refund received from the Comptroller. In the event no refund is received, this Credit Memorandum will be null and void.

Signature

(Name)
(Title)

Date